Digital Services and Content Coordinator

As our Digital Services and Content Coordinator, you are in charge of:

✓ scheduling and teaching a variety of technology classes for the community and library staff
✓ scheduling and training volunteers to teach technology classes
✓ managing library social media and digital publicity marketing efforts
✓ helping community members one-on-one with computers, e-readers, and other current technologies
✓ troubleshooting hardware and software issues and reporting to Technical Support
✓ maintaining the library website and app content
✓ creating online guides to market library resources using our Springshare software
✓ managing content on electronic devices available for checkout and troubleshooting devices
✓ researching and advising on purchase of electronic resources and devices
✓ ensuring library staff meet technology competencies

Your experience will include a strong background with and a love for social media, software, and technology. Microsoft Office products expertise is required as these are the main courses our community needs to learn to become marketable in the workplace, a focus of our classes offered at the library. A high level of patience will be needed to work with those whose skill levels are not as advanced as yours. Excellent customer service skills are used daily to interact with community members. Competence with Apple products is a plus as well as any graphic design background. Creativity in design is vital to help market the library online and within the facilities.

You will be scheduled between 38-40 hours in a 5 day work week, with at least one evening until 8pm on a Monday-Thursday, and an alternating Friday/Saturday workday, possibly until 6pm. Benefits include health insurance, vacation, sick leave, holiday pay, and a matching 6% retirement savings opportunity.

You must be able to lift at least 30-40 pound boxes and may have to push heavy book carts or dollies. This position does require some physical labor at times, some set up and cleanup of meeting room furniture and other furniture may be necessary, as well as some general housekeeping duties around the library.

If you love to work independently but can also be a team player, we need you! We are a fun loving but hard working team and are looking forward to you joining us.